**Observation Team Planning Tool**

**Observation Team Members and Roles**

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| **Observation Tool** | **Team Member** | **Affiliation** (e.g., school, district, special project) |
| **Gradual Release and Student Engagement** |  |  |
| **Setting Instructional Purpose** |  |  |
| **Evidence of Instructional Rigor** |  |  |
| **Engaging Instruction and Differentiation** |  |  |

**Observation Schedule**

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| **Teacher/Classroom Observed** | **Period/Time** |
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